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# Toss Out the Planners: Organizing a Therapy Brain from a Blank Document — BLOG POST

By [nicespeechlady.com](https://nicespeechlady.com) / January 13, 2020

The high-dollar planners that have been “all the rage” in the past, or the complex organizers that can be found electronically, maybe they are not for you as a therapist. If you are desiring a simple way to organize your therapy work day, “to do” list and meta-analysis of your day-to-day tasks, consider planning from a word document, such as on Google docs or in the notes section of an iOS system, or in a drafted email to send to yourself. Below is a description of one therapist’s use of this format in order to organize her work-life in order to have all of her “work brain” data concisely in one place.

There are many ways in order to organize someone’s work information for a therapy setting, and this is just one option — I share mine with you today. As I detail this information, benefits of this format, the suggested options for organization, and maintenance needs/precautions for this system to work effectively are all listed below.

## Benefits

- Structure

Designing a basic skeleton of the format to follow that is helpful for you provides a framework in order to allow for consistency in systematization. It is through this consistency that outcomes arise in terms of what you desire. Having a set structure for organizing your time, resources, effort assists in time management and focus.

- Flexibility

Not having lines, parameters that are restrictions to how the format is designed allows for you to let the format morph into whatever form works best for you, as your system evolves over time. What structure works for you at one point in your life may not be the structure that works for you at another point in your career, so having a system that allows for flexibility is an excellent choice for allowing for your organization format to grow as you do.

- Accessibility

Having a simple electronic planning system that allows for the potential for complexity, along with all-the-time accessibility is helpful. Accessibility can be available in terms of manipulation of information, duplication of data, and electronic mode so that it is easier to copy and paste into a document to send to others, for example.

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- Portability

Being able to copy and paste in order to email the data to yourself and others across devices allows for portability in ways that may not be possible in restrictive electronic planning systems, and it is definitely not possible in a paper-based planner.

### Suggested Options for Organization

- “To do” sections

This can be a “free-for-all” section of any “to do” items to accomplish. Instead of checking items off of the list once accomplished, or cross them out on a piece of paper, simply delete them from the list.

- Standing appointment schedules
- Opportunities for exceptions to the standing appointment schedule
- Questions to ask patients
- Patients in the hospital
- Waiting lists
- Section for personal appointments
- Important information to keep (login/passwords, fax #s, employee ID #s, etc.)
- Calls to make
- Awaiting to hear back a response from the following people/regarding a subject
- Documents to print out/work on/create
- Copies to make
- Templates of different formats to utilize in testing

### Maintenance Needs/Options

- If a drafted email is utilized for this purpose, it is best to periodically send a copied version of the email to yourself in order to ensure the data doesn't get lost inadvertently accidentally if you decide to keep it remaining in the “draft” version. Or, alternately, it might be safest to copy and paste the data into a new email each time the list is updated, and re-email it to yourself.
- If going the Google docs, or the notes section of an iOS in order to have the data in a cloud, it might be helpful to ensure a backup system in place in the event the data would become lost, such as copying the information and emailing it to yourself periodically as a safe way to ensure the content is safeguarded.
- HIPPA-compliance will always need to be a high priority with any method of communication or documentation. Being free to type in patient names will assist with the “therapy brain” planning process, if it is needed. One of the benefits of email is that companies tend to offer encrypted systems; no further steps would not need to be taken in going the email route if this is the case in an internal document. A discussion about security with tech support personnel would be advised for any electronic system.

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In conclusion, having a creative, “out of the box” way to organize your information and time might sound a little bit scary at first; however, having all of the data written down in one place and organized in a manner that is systematic allows for the flexibility to free up cerebral space to let your mind consider and ponder.

And to consider and ponder in this manner might be just the thing that will allow you to grow in ways it could not — if it were bogged down with having to keep track of all of the details.

Just a thought today as you consider your options.

It is freeing to know that all ideas and plans are organized and available, and can be manipulated in a manner that suits needs for now, and in the future.



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Nice created [nicespeechlady.com](#) as a platform for medical SLPs to have free access to practical clinical resources on [nicespeechlady.com](#). She also enjoys blogging and writing news articles on medical SLP issues. Nice works full-time as a home health SLP.